



### **Pre-K Specialist**

Reports to Chief of Academics

Salary: \$52,000 - \$70,000. In addition, a comprehensive benefits package is included.

### **About the Achievement School District**

In January 2010, Tennessee passed the First to the Top Act, a sweeping reform of the state's education policy that was the cornerstone of its successful Race to the Top application. The Act created the Achievement School District (ASD), a state-run education authority with the power to directly run eligible schools and to authorize charter management organizations to operate schools. The ASD was charged with enacting bold reforms to drive transformational results for students zoned to attend or attending Priority schools. In doing so, the ASD acts as an operator of schools (the directly managed "Achievement Schools" clustered in the Frayser neighborhood in Memphis), authorizes non-profit partners, and works as a catalyst for state-wide school improvement through increased focus on Priority schools and improved student outcomes. The vision of the ASD is for all students in Priority schools to be prepared for success in education, career, and citizenship after high school. In support of this vision, our mission is to fight for justice for Priority school students by committing to excellence, equity, and community in their schools and lives.

### **Qualifications:**

- **Education and Experience:** Bachelor's Degree from an accredited university and six years' related work experience. Master's degree in Education from accredited university, highly preferred.
- Preferably 5 or more years of teaching experience
- Preferably 1 or more years of leadership experience
- Preferably experience with management of state compliance systems

### **Position Summary:**

An Achievement Schools District Pre-K Specialist is responsible for designing and supporting the implementation of a high-quality Early Childhood program that meets the needs of the students of Frayser. The Pre-K Specialist will also manage state and grant compliance for the program and ensure the Achievement Schools meets the requirements for the Child Find process.

The Pre-K Specialist will spend 85% of their time in support of the pre-K programming of the schools directly managed by the Achievement Schools District.

The Pre- K Specialist will spend 15% of their time in support of the pre-K programming across the ASD portfolio.



**Work Activities:**

- Oversee all aspects of state compliance for Early Childhood classrooms, including preparation for bi-annual compliance checks
- Manage the grant process for the Early Childhood program, including the budget and grant requirements
- Ensure compliance and fidelity with IDEA, Section 504, and other Tennessee expectations in regards to Special Education and 504. This includes:
  - Manage the Child Find process
  - Serve as a liaison between state and local agencies and the Achievement Schools' early childhood programs
  - Conduct visits to public early education facilities, private daycare centers, and homes
  - Provide support and training to preschool staff and families
  - Gather and analyze pertinent information from various entities in order to facilitate a smooth transition for children and their families into the Achievement Schools
  - Schedule and facilitate student and staff meetings including, but not limited to, those related to IEP and 504 service plans
  - Facilitate the TEIS referral process, service planning and coordination, and maintenance of external placement services
  - Implement required KEI assessment and analysis
- Identify effective Early Childhood practices to share with teachers and principals across the portfolio of ASD schools
- Ensure high quality instructional practices in Pre-K that align with the K-3 continuum
- Facilitate smooth transitions for students from Pre-K to Kindergarten
- Conduct growth portfolio training for Pre-K and Kindergarten teachers in Achievement Schools and across the portfolio of ASD schools
- Conduct regular walkthroughs of Early Childhood classrooms with a focus on ECERS and ELLCO compliance measures
- Partner with the Chief of Academics to implement key academic initiatives and programs

**To Apply:**

Submit a cover letter, resume, contact information for three professional references, and two writing samples—preferably a sample of a memo and a presentation you have created--to [Emily.Banks@tn.gov](mailto:Emily.Banks@tn.gov).

*Pursuant to the State of TN's policy of non-discrimination, the Achievement School District does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*